PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

OVERNIGHT PARKING, TAKE-HOME VEHICLE USAGE, AND PERMIT REQUIREMENTS

M.P. 102.07A	**Date Revised:** 11/2026
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: AR 2.97, 2.95, 2.29, 2.96, 6.11	

POLICY HIERARCHY & PURPOSE

This procedure implements City Administrative Regulations (ARs) governing overnight vehicle permits and operation, including:

- AR 2.97 — Annual and Temporary Overnight Vehicle Permits, Monthly Reporting, and Motor Pools.
- AR 2.95 — Motor Vehicle Authorization and Operation.
- AR 2.29 — Communications and Transportation Expense Allowances.
- AR 2.96 — Driver Qualification.
- AR 6.11 — Fleet Standards and Utilization.

In the event of any conflict, the ARs control. Where this MP sets standards that are more restrictive than the ARs, the stricter standard applies, provided it does not contradict the ARs. The purpose of this MP is to translate AR requirements into Fire-specific roles, workflows, and controls to ensure compliant, efficient, and safe use of City vehicles kept off-shift or at alternate locations.

SCOPE

Employees of the Fire Department who have a documented operational need for a City vehicle after normal business hours may be authorized to keep a City vehicle overnight at an employee's residence or alternate location. Authorization must follow AR 2.97 and this MP. Overnight storage is intended to facilitate emergency response and other official City business — not personal convenience.

DEFINITIONS

- Annual Permit (AR 2.97): Continuing, Rotating, or Report-to-Work-Site.
- Temporary Permit (AR 2.97): Valid for 1–30 days for specific business needs.
- Sworn Public Safety Staff: Sworn Fire personnel; subject to AR 2.97 exemptions on monthly reporting.
- Professional Staff: Non-sworn Fire personnel.
- Department Head/Designee: Fire Chief or authorized executive designee.
- Fleet Services: Public Works Department Fleet Services Division.
- Fire Fleet Unit: Fire's internal fleet management unit.
- Resource Management: Resource Management is responsible for centralized oversight.

Permit Eligibility & Types

All employees keeping City vehicles overnight must hold an approved AR 2.97 permit:

- Annual (Long-term): A. Continuing Permit. B. Rotating Permit. C. Report-to-Work-Site Permit.
- Temporary (Short-term) — for 1–30 days.

Eligibility constraints:

- Employees receiving a transportation allowance are **not eligible** to apply for any overnight permit (AR 2.97 referencing AR 2.29).
- Employees who receive a transportation allowance **will not have a City vehicle assigned to them**, nor will they be allowed to use a City vehicle on a regular and ongoing basis. The vehicle allowance compensates employees for using their personal cars on official City business.
    - Battalion Chiefs and Shift Commanders (56-hour classifications) shall not have City vehicles assigned to them. They will use personal vehicles when necessary for required city business, when not on duty, and are therefore eligible for a transportation allowance. While on duty, they will use City vehicles as required to fulfill their duties.
    - District Commanders (40-hour classifications) may choose to have a City vehicle assigned to them, will be eligible for an overnight permit, and will not receive a transportation allowance.
    - District Commanders (40-hour classifications) may choose not to have a City vehicle assigned to them; in that case, they may only drive response vehicles to emergency incidents, with no exceptions. Response vehicles are not permitted to be used for transportation to meetings, training, or any other purpose other than responding from the district office to emergencies; no exceptions.
- Only employees qualified to drive per AR 2.96 may operate City vehicles.

Form Requirements & Versions

- Form 150-83D (Rev 5/23): Annual Permit to Keep Vehicle Off-Shift or in Alternate Location.
- Form 150-21D (Rev 5/23): Temporary Permit to Keep Vehicle Off-Shift or in Alternate Location.
- Form 150-84D (Rev 5/23): Employee's Monthly Report of City Vehicle Under Annual or Temporary Permit (Non-exempt qualified personal use vehicles only).
- Employees must carry the approved paper or digital permit while operating the vehicle (AR 2.97).

Electronic routing & records:

- Permit applications and approvals shall be routed and stored electronically using Fire's designated platform, PPE Software. The official permit must be accessible with the vehicle (physical or electronic copy per City guidance).
- The Fire Department will maintain a **central master list** of active permits and vehicle assignments (see Quarterly Review & Reporting).

Employee and Supervisor Responsibilities

- All employees in driving positions shall, once each calendar year, acknowledge their understanding of AR 2.95, AR 2.97, and MP 102.07A via PHXYou. Completion is tracked and retained in accordance with the City's record retention policy. Employees who have not completed the annual policy review and acknowledgment are prohibited from driving city vehicles.
- Supervisors are responsible for monitoring vehicle assignments and detecting unallowable usage. Section heads are responsible for the central tracking of all staff vehicle assignments, and periodic inspections shall be conducted.

- Prior to using a pool vehicle, the vehicle will be signed in and out, with a log of the business justification and supervisor pre-approval. These written reports shall be logged in PPE Software for the section head's monthly review and certification.
- Section heads must review and certify monthly compliance with permit use, locations, and city business purposes.
- Supervisors shall verify all mandatory permit fields (permit expiration, statement of need, overnight parking location, estimated uses/mileage, off-street parking, and required signatures) before approval. Any incomplete permit is invalid and must be resubmitted within five (5) business days.

Location & Security Requirements

- Vehicles must be parked in a secure, off-street location whenever available and feasible.
- Equipment and sensitive materials must be secured per Fire policy and AR 2.95.
- Overnight parking **outside City limits** is permitted **only with prior written approval** by the Fire Chief or designee and must be documented in the permit file. Extra justification is required when the overnight location is outside city limits. A memo is required with the permit so that leadership can evaluate whether it is in the City's best interest (AR 2.97).

Approval Chain

- Assistant Chief approval is required on permit applications.
- Fire Chief or designee grants final approval.
- Approvals must be documented on the City forms (Rev 5/23) and in the electronic workflow PPE Software.

Quarterly Review & Reporting To Fire Fleet Unit/Fleet Services

Department-level responsibility:

- Fire will maintain a list of authorized overnight permits and **review usage quarterly for**: continuing need, compliance with AR 2.95/2.97, accident information in the M5 system, and miles/trips (as applicable).
- After each quarterly review, Fire will **email the updated list** to Public Works Fleet Services at **pwd.fsdfleet.con@phoenix.gov** (AR 2.97).
- The Fire Fleet Unit coordinates the quarterly review and preparation of the list; Resource Management validates completeness; executive leadership approves transmission.
- Fire will notify Fleet Services via PPE Software with changes to overnight parking locations to keep records current.

Monthly Reporting

- **Sworn Fire personnel are exempt** from the monthly mileage reporting requirement (AR 2.97)
- All other permit holders must submit **Form 150-84D** to the Department Payroll Representative **by the first business day of the month** for the prior month's activity (AR 2.97).
- **Note:** If City Finance/Payroll updates Form 150-84D or directs a different submission date (e.g., "second Monday"), Fire will follow that City directive and update this MP accordingly.
- Section Heads must certify monthly that vehicle use under their span of control complies with AR 2.95/2.97 and this MP; certifications are retained with payroll submissions.
- Failure to submit timely reports may result in permit revocation (AR 2.97).

Pool Vehicles

- Motor pool use is intended for short-term City business (generally no more than one shift).

- Temporary overnight use of motor pool vehicles requires a Temporary Permit per AR 2.97, Sec. 3.B.

Vehicle Operation Requirements

- When operating City vehicles (including under permits), employees must comply with AR 2.95, including—but not limited to—safe operation, distracted driving restrictions, seatbelt use, parking, inspections, collision reporting, and no expectation of privacy.
- Misuse may result in discipline up to and including dismissal (AR 2.95).

Roles & Accountabilities

- Fire Fleet Unit: Administers permit workflows; coordinates quarterly reviews; maintains master list. Vehicles shall not be issued to employees without confirmed compliance with City ARs and this procedure. Fire HR must be notified within two business days of any vehicle assignment addition/change/removal.
- Resource Management: Owns centralized oversight; ensures compliance tracking and reporting.
- Section/Division Management: Ensures accurate permits; verifies completeness before approval; reinforces compliance; escalates issues.
- Fire HR: Coordinates transportation allowance checks (AR 2.29) and driver qualification (AR 2.96); ensures permit eligibility; manages payroll reporting intake.
- Fire HR and OSI: Upon receipt of driver record issues from the employee, supervisor, and/or City Safety through the PMG Driver's License Report (e.g., criminal moving violations, DUI, cancellation/suspension/revocation), Fire HR and OSI will triage within (2) business days. All steps and timestamps shall be tracked in the Investigation/Discipline Tracker and routed per jurisdiction (professional staff vs. sworn). Professional staff MVD violations will be tracked in an investigation/discipline spreadsheet maintained by the Fire Human Resource Supervisor and Resource Officer. All sworn MVD violations will be tracked in the current Image Trend RMS Activity Log. The Deputy Chief, OSI, and the HR Supervisor will confirm that all reported and flagged MVD reports are properly routed, logged, and managed within AR 2.96 Driver Qualification.

Systems & Data

- PPE Software shall track permits, assignments, locations, quarterly reviews, and reporting schedules.
- PHXYou and PPE Software will track completions, generate reports, and retain records per City retention schedules.
- Integrate with M5 (via Public Works Fleet Services) for parking locations and vehicle data.
- Retain records per City record retention policies.

Central Vehicle-Assignment Monitoring

- The Fire Fleet Unit will maintain a centralized, historical master file of all Fire vehicle assignments and changes, separate from permits.
- The file is reviewed monthly; exception reports (e.g., vehicles without permits, anomalous use) are generated and escalated to division management.

Training & Communication

- Professional and 40-hour sworn staff in driving positions must complete the City Safe Driver Training course via PHXYou every four (4) years (or per the current City Safety standard). PHXYou will track completions, produce quarterly compliance reports, and retain records per

City policy. Curriculum expectations for sworn staff assigned to a 56-hour week shall be managed by Drivers Training.

- Fire will publish a manager's quick guide outlining approvals, monthly deadlines, quarterly list content, sworn exemption, and contact points.
- All employees in driving positions shall, once each calendar year, acknowledge their understanding of AR 2.95, AR 2.97, and MP 102.07A via PHXYou. Completion is tracked and retained in accordance with the City's record retention policy. Employees who have not completed the annual policy review and acknowledgment **are prohibited from driving city vehicles.**

Compliance, Enforcement & Exceptions

- Permits may be revoked at any time at the discretion of the Fire Chief, designee, or City Manager (AR 2.97).
- Violations of ARs or this MP may result in discipline per City policy and Fire procedures.
- Exceptions/waivers must be documented in writing by the Fire Chief or designee and retained with the permit record.

Questions / Contacts

- Public Works — Fleet Services Division: (602) 262-4625; pwd.fsdfleet.con@phoenix.gov (AR 2.97).
- Human Resources — Safety Division: (602) 262-7555 (AR 2.95).
- Fire Fleet Unit/Resource Management: internal contacts per Fire directory.